Supported Employment Referral Process

Consumer requests to work

Regional Center determines that SEP will most likely be the most appropriate service and updates IPP.

Regional Center refers consumer to DOR for eligibility determination by SVRC

Regional Center sends a referral packet to the DOR SVRC, which contains the following reports: IPP, CDER, Medical Report, Social Assessment, DS 1968 (Vocational Services Referral Form)

DOR SVRC authorizes a vocational assessment, placement and intensive services with a VR-SEP Service Provider.

Service Provider provides Vocational Rehabilitation assessment, placement and intensive Services (VR-SEP).

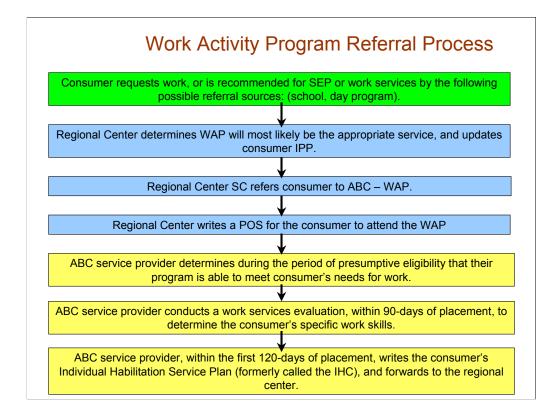
Service Provider submits monthly VR-SEP progress reports to DOR.

DOR funds VR SEP services until the consumer reaches stabilization.

The DOR SVRC notifies the regional center, at least 15 calendar days prior to the transfer, that the consumer has achieved "stabilization", and will transfer to habilitation "extended" services.

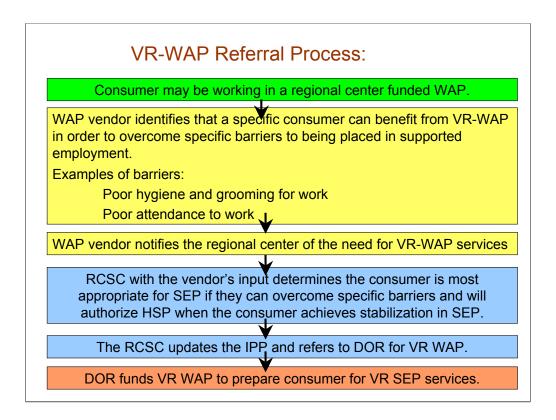
The Regional Center Service Coordinator authorizes SEP extended services to begin on the 1st of the month.

- POS for Individual Placement
- "Zero" Authorization for Group Placement.

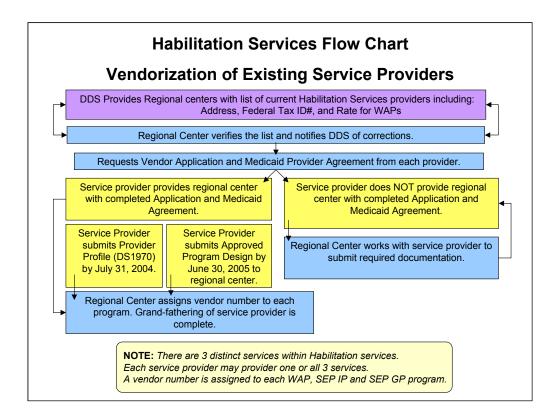


There are 2 possible ways a consumer can be referred to a Habilitation WAP

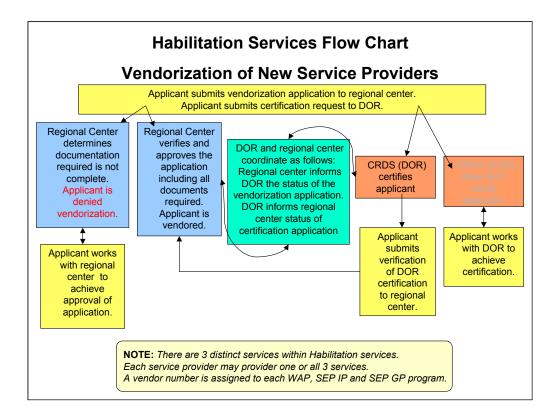
- 1) The service coordinator and consumer a reasonably sure that the consumer is appropriate for and prefers to attend a WAP. In this case, follow the process to the left.
- 2) The service coordinator and consumer are not sure if SEP or a WAP would be most appropriate. In this case follow the process to the right of the flow chart.



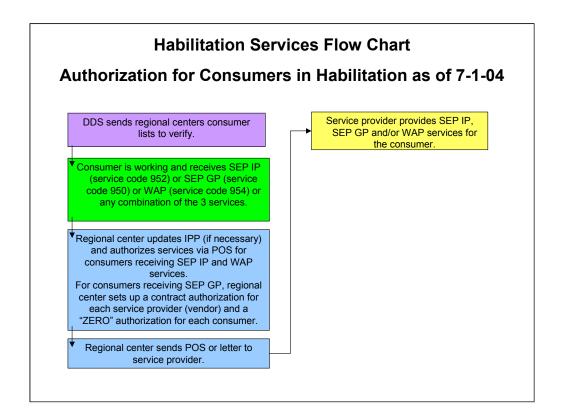
Consumers do not have to be in a WAP to be referred but the VR WAP services are provided at the same location as Hab WAP.



Please refer to your Vendorization of Existing Service Providers flowchart.



Please refer to the Vendorization of New Service Providers flowchart.



This flowchart describes the process of authorizing services for all consumers receiving habitation services in this fiscal year.

Habilitation Services Flow Chart Authorization, Invoicing and Payment for WAP Consumer requests to work. Service provider provides WAP services for the consumer. Regional center updates IPP, determines WAP Regional center generates monthly will most likely be the best services. invoice, WAP Consumer Monthly Report (DS 1971) and sends to Regional center refers consumer to service service provider. provider for evaluation and assessment to determine service provider can meet consumer's Service provider completes invoice. needs and goals. DS 1971 and provides attendance The regional center authorizes WAP services documentation one of 3 ways: 1. Paper invoice with attendance (service code 954) and sends POS to the service completed on the reverse side. provider. 2. Electronic Attendance (Spreadsheet) 3. Web-based (Currently EBilling in UFS). Service provider completes assessment during the first 90 days (period of presumptive eligibility). If the service provider is able to meet the Regional center verifies POS, verifies consumer's needs and vocational goals the billing and attendance, and pays service provider notifies the regional center. The service provider. service provider sends the first IHSP within the Regional center forwards DS 1971 to first 120 days which includes the first 90 days. DDS Regional center extends the WAP authorization The authorization (POS) is sent to the service DDS monitors 50% paid work requirement. provider.

Habilitation Services Flow Chart Authorization, Invoicing and Payment for SEP IP Consumer requests to work. Service provider provides individual placement services for the consumer. Regional center updates IPP, determines Individual Placement will most likely be the best Regional center generates monthly services. invoice and SEP IP Consumer Monthly Report (DS 1972) and sends Regional center refers consumer to DOR for to service provider. eligibility determination by SVRC. Service provider completes invoice, DS♥ DOR determines SEP Individual Placement is 1972 and provides attendance appropriate. documentation one of 3 ways: 1. Paper invoice with attendance DOR provides the Vocational Rehabilitation completed on the reverse side. Intensive services. 2. Electronic Attendance (Spreadsheet) The regional center is notified by the DOR Senior 3. Web-based (Currently EBilling in UFS). Vocational Rehabilitation Counselor (SVRC), at lease 15 days prior to the transfer, that the Regional center verifies POS, verifies consumer has achieved stabilization and will billing and attendance, and pays service transfer to Habilitation (extended) services. provider. Transfers occur on the 1st of the month. Regional center authorizes SEP IP services Regional center forwards DS 1972 to (service code 952) at the stabilization rate. The authorization (POS) is sent to the service provider. DDS analyzes outcome data.

Habilitation Services Flow Chart Authorization, Invoicing and Payment for SEP GP Regional center authorizes SEP GP services Consumer requests to work. (service code 950) through a contract authorization and "Zero" auths for each Regional center updates IPP, determines Group Placement will most likely be the best services. consumer. The POS and "Zero" auths are sent to the service provider. Regional center refers consumer to DOR for eligibility determination by SVRC. Service provider provides group placement job coaching for the consumer. DOR determines SEP Group Placement is appropriate and funds intensive services. Regional center generates monthly invoice, Service provider provides the Vocational SEP Group Billing Form (DS 1964) and Rehabilitation Intensive services. sends to service provider. Service provider sends monthly progress reports Service provider completes invoice and to DOR. provides attendance documentation by submitting the DS 1964 through email or DOR determines consumer has achieved Electronic billing. stabilization Regional center verifies POS, verifies billing The regional center is notified by the DOR Senior and attendance, and pays service provider. Vocational Rehabilitation Counselor (SVRC), at lease 15 days prior to the transfer, that the Regional center forwards DS 1964 to DDS consumer has achieved stabilization and will transfer to Habilitation (extended) services. Transfers occur on the 1st of the month. DDS monitors group size.